

**TOWN OF FREMONT NEW HAMPSHIRE
BUILDING PERMIT PROCEDURE**

NEW CONSTRUCTION

1. Get a state-approved septic system design.
2. Get an approved driveway permit from the Road Agent. If on a State Highway, get a driveway access permit from the NH Department of Transportation Division 6. If driveway is to be paved, Road Agent must be contacted to perform a separate inspection before ANY paving is completed.
3. Get a building permit application from the Town Hall and complete as much of it as you can. Be sure to include all measurements from lot lines to the structures, well, septic tank, and leach field. Include distance from well to leach field and distance from all of the above to any wetlands on your lot or wetlands on abutting lots. Be sure you have all the necessary information to complete the checklist as well.
4. Draw a basic floor plan on page four of the permit. Label all lot lines and distances. (See sample)
5. Submit the application to the Building Inspector during office hours:
Monday and Tuesday 8:30 to 10:00 am and 3:30 to 4:30 pm
Wednesday evenings 7:00 to 9:00 pm
Thursday 3:00 to 5:00 pm
Friday afternoons 1:00 to 4:00 pm or other times by appointment.
The Inspector's Office will determine the fee due. Checks should be made payable to the Town of Fremont.
6. The Building Inspector will review the application and approve or deny it once complete. If it is denied, you will be told why and what you need to provide for an approval. Once approved, you will be given a building card and permit. **THIS CARD MUST BE DISPLAYED AT THE BUILDING SITE AND MUST BE VISIBLE FROM THE STREET. IF THE SIGN-OFF CARD IS NOT PRESENT AND PROPERLY DISPLAYED, YOU MAY BE SUBJECT TO A RECALL FEE.** It is your responsibility to see that the building card is properly displayed and available for signature by the pertinent inspectors.

ADDITIONS, RENOVATIONS, SHEDS, GARAGES, ETC, AND CHANGE OF USE

1. If increasing the load on the septic system, get a state-approved septic design.
2. If increasing the size of the footprint of the building, make careful measurements to meet the lot line setbacks that apply to your lot.
3. Draw a basic plan of what you intend to do. Label all lot lines and distances. (See sample)
4. Submit the application using the same procedure as NEW CONSTRUCTION above.

INSPECTIONS WILL BE AS FOLLOWS:

A MINIMUM of 24 hours notice is required for these inspections Monday - Friday

1. Septic bed bottom (Building Inspector)
2. Foundation in and damp-proofed, before backfilling (Building Inspector)
3. Rough plumbing, before insulation installed (Building Inspector)

4. *Rough wiring, before insulation installed (Building Inspector)*
5. *Framing, before insulation installed (Building Inspector)*
6. *Finished wiring (Building Inspector)*
7. *Heating System Oil (Fire Chief) – Heating System Gas (Building Inspector)*
8. *Driveway before paving takes place (Road Agent)*
9. *Final driveway approval (Road Agent)*
10. *Septic System Approval for Operation from NH DES (State Septic Inspector)*
11. *Finished plumbing (Building Inspector)*
12. *Final Inspection (Building Inspector)*

AFTER THESE INSPECTIONS HAVE BEEN SATISFACTORILY COMPLETED YOU MUST GET A CERTIFICATE OF OCCUPANCY. A MINIMUM of 48 hours notice is required for this final inspection, Monday - Friday.

PLEASE MAKE NOTE OF THE FOLLOWING:

1. *The BOCA, National Electric, Life Safety, NFPA and NH Fire Codes will all apply.*
2. *The Fremont Zoning Ordinances and Site Review Regulations are applicable.*
3. *If the construction has not started within six months of the issue of the permit, the permit expires.*
4. *All structures with a "garage under" must have a three inch drop in elevation of the slab, from the living space to the garage door opening. Also, garage space must have a one hour fire rating.*
5. *A working kitchen stove and refrigerator are required for a certificate of occupancy.*
6. *If the property is on a State highway, a State driveway permit approval (not a Town permit) is required for a certificate of occupancy.*
7. *Any structures with "unfinished areas" at final inspections will require a new building permit when these areas are finished.*
8. *There will be a \$20.00 recall fee for re-inspection of incomplete or unacceptable work. This fee shall be made payable to Town of Fremont.*

BUILDING PERMIT SCHEDULE - NEW RESIDENTIAL DWELLINGS

NEW CONSTRUCTION – *calculated as construction cost multiplied by \$5/1000 of construction cost*

*Construction cost = \$60 per square foot of living space
\$30 per square foot of garage area
\$10 per square foot of accessible storage space with floor including basement
\$10 per square foot for open decks*

Includes new dwelling construction, new garages, etc

HUD HOMES - *calculated as construction cost multiplied by \$5/1000 of construction cost*

Construction cost = \$45 per square foot of living space

COMMERCIAL OCCUPANCY - *calculated as construction cost multiplied by \$7/1000 of construction cost*

Construction cost = \$60 per square foot of new commercial space

OTHER RESIDENTIAL PERMITS

DRIVEWAY \$45.00 permit fee and \$20.00 per additional inspection (one inspection included) – Generally two inspections required

ELECTRICAL \$45.00 permit fee
MECHANICAL \$45.00 permit fee

HEATING \$45.00 permit fee
PLUMBING \$45.00 permit fee

COMMERCIAL PERMITS

DRIVEWAY \$45.00 permit fee and \$20.00 per additional inspection (one inspection included) – Generally two inspections required

ELECTRICAL see fee commercial schedule
MECHANICAL see commercial fee schedule
PLUMBING see commercial fee schedule

SEPTIC PLAN REVIEW – the designated Town Official is the Building Inspector/Code Enforcement Officer or his designee. This plan review is required before any new septic plan is submitted to NH WSPCD in Concord NH for approval.

New Leach Field Design	\$65.00 fee per design
Outdated Designs	\$25.00 fee for compliance review
Replacement System	\$20.00

TRANSFER PERMIT FEE \$25.00

THERE WILL BE A \$20.00 RECALL FEE FOR ANY ADDITIONAL INSPECTIONS for incomplete or unsatisfactory work..

INSPECTIONS NECESSARY:

At the following intervals it is the owner/contractor responsibility to contact the necessary Inspector to perform an inspection.

1. FOUNDATION INSPECTION

- a. After footing forms are in place, inspect to make sure proper setbacks have been met*
- b. After wall forms have been stripped and foundation has been coated, inspect for conformance.*

2. SEPTIC INSPECTION

- a. Check the depth and materials of bed bottom*
- b. Check the location of system for proper setbacks*

NOTE: Fremont requires 100 feet from well to any portion of septic.

3. FRAMING INSPECTION

- a. Check framing for conformance to the BOCA INTERNATIONAL BUILDING CODE and NFPA 101 Life Safety Code
- b. Check chimney for conformance to NFPA 211 Chimneys, Fireplaces, Vents, and Solid Fuel Burning Appliances
- c. Check number of rooms and building characteristics to see if in accordance with permit

4. ROUGH ELECTRICAL INSPECTION

- a. Check general wiring for conformance to the National Electrical Code
- b. Check electrical permit for name and license number of NH Master Electrician

5. ROUGH PLUMBING INSPECTION

- a. Check conformance to Basic National Plumbing Code
- b. Check plumbing permit for name and license number of NH Master Plumber

6. HEATING SYSTEM INSPECTION

- a. OIL HEAT - Check conformance to NFPA 31 Installation of Oil Burning Equipment. Performed by Fire Chief or his designee
- b. GAS HEAT - Check conformance to NFPA 54 National Fuel Gas Code. Performed by Building Inspector.
- c. ELECTRIC HEAT - Check conformance to National Electric Code. Performed by Building Inspector.

The NH State Fire Code and pertinent NFPA regulations are applicable.

7. DRIVEWAY FINAL INSPECTION *Performed by the Road Agent*

- a. Check the driveway for the proper location, width, length, accessibility and visibility
- b. Check the driveway for any possible usage of culverts or drainage and distance to lot lines
- c. Check the surface of the driveway before any hottop surface is applied
- d. Final inspection of surfaced driveway

8. FINAL ELECTRICAL INSPECTION

- a. Check for proper installation of all switches, receptacles, fixtures, and cover plates

9. FINAL PLUMBING INSPECTION

- a. Check for proper installation of all fixtures

10. FINAL INSPECTION *for Certificate of Occupancy*

NOTE THAT PROPERTY MUST BE VACANT AND WITHOUT FURNITURE AT THE TIME OF FINAL INSPECTION.

- a. Check for proper installation of all handrails.
- b. Check for proper installation of smoke alarms per NFPA 74 Household Fire Warning Equipment
- c. Check final electrical inspection approval
- d. Check final plumbing inspection approval
- e. Check final driveway inspection approval

(continued next page)

- f. Check State approval for operation of the septic system
- g. Check approval for use of heating equipment

OTHER IMPORTANT INFORMATION

Building Inspector/Code Enforcement Officer Paul Colby 895-2226 ext 17
Electrical, Mechanical & Plumbing Inspector

Building Inspector office hours:

Monday and Tuesday 8:30 to 10:00 am and 3:30 to 4:30 pm
Wednesday evenings 7:00 to 9:00 pm
Thursday 3:00 to 5:00 pm
Friday afternoons 1:00 to 4:00 pm
or other times by appointment.

Heating Inspector

Fire Chief Richard Heselton 895-2877 (H)
Station 895-9634

Driveway Inspections *Road Agent Guerwood Holmes 895-2595 (H)*

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All requests for inspection should be made with sufficient advance notice directly to the pertinent Inspector. Any call placed to the Heating or Driveway Inspectors at their homes should be made during reasonable hours.

Rev 07/18/03